

Using the Grid: for individual asset entry

Individual asset entry, edits, exporting a copy for your records and preparing for submission

Individual asset entry, edits, exporting a copy for your records, and preparing for final submission.

To enter a new asset individually, click the "New" link on the left side of the grid, enter the data and then click on the Update link which appears in place of the "New" link to save.

Editing and deleting assets already entered or imported is done by using a combination of check boxes on the left of the grid and buttons above the grid. By checking the box(es) adjacent to the asset, and then clicking the "Start Edit" button you can edit multiple assets at once. When done editing, click the "Update" button to save or the "Cancel" button to revert back to the old values. Deleting assets is done the same way as editing. Select the check box(es) adjacent to the asset and then click "Delete" to remove from the grid. The "Select All" and "Unselect All" buttons are there so you can easily select all the assets on the current page or unselect.

In order to save a copy of your reported assets, use the export options before final submission.

Start Edit	Delete	Select All	Unselect All	Export to XLSX	Export to PDF							
#	#	Your Unique Asset ID	Owned, Lease or Leased to Own Owned, Lease or Leased to Own	Lessor Name Address, phone, email if available	Description with Number of Units	Nature of Use	Make/Model	Quantity	Year of Purchase YYYY	Purchase Price Whole Number Only	Total Purchase Price Qty x Price	Estimated Market Value Whole Number Only
New No data to display												
											\$0	\$0
Create Filter												
Back												Next

Start Edit		Delete	Select All	Unselect All	Export to XLSX	Export to PDF						
#	#	Your Unique Asset ID	Owned, Lease or Leased to Own Owned, Lease or Leased to Own	Lessor Name Address, phone, email if available	Description with Number of Units	Nature of Use	Make/Model	Quantity	Year of Purchase YYYY	Purchase Price Whole Number Only	Total Purchase Price Qty x Price	Estimated Market Value Whole Number Only
New No data to display												

Export to PDF

email if	Description with Number of Units	Nature of Use	Make/Model	Quantity
New No data to display				

Click [New](#)

Data entry of assets are one at time, left to right.

Start Edit Delete Select All Unselect All Export to XLSX Export to PDF												
#	#	Your Unique Asset ID	Owned, Lease or Leased to Own Owned, Lease or Leased to Own	Lessor Name Address, phone, email if available	Description with Number of Units	Nature of Use	Make/Model	Quantity	Year of Purchase YYYY	Purchase Price Whole Number Only	Total Purchase Price Qty x Price	Estimated Market Value Whole Number Only

When the first line is complete click [Update](#).

To add more assets choose the [New](#) link which will appear in the far left column.

Start Edit Delete Select All Unselect All				
#	#	Your Unique Asset ID	Owned, Lease or Leased to Own Owned, Lease or Leased to Own	
New	<input type="checkbox"/>		0	Owned
New	<input type="checkbox"/>		0	Owned
New	<input type="checkbox"/>		0	Owned

Many assets do not need a ***Nature of Use*** description:

Chairs – sitting

Lamps – lighting

Computers – computing

However, some companies specialize in varied technologies so a ***Nature of Use*** description may be necessary such as the entry in red below.

Description with Number of Units	Nature of Use	Make/Model	Quantity	Year of Purchase YYYY	Purchase Price Whole Number Only	Total Purchase Price Qty x Price	Estimated Market Value Whole Number Only
Chairs	Sitting	Ikea	20	2010	\$35	\$700	\$0
Tables		Ikea	5	2010	\$85	\$425	\$0
Lamps	Lighting	Ikea	7	2010	\$55	\$385	\$0
Pictures - Art work		Boston Interiors	2	2011	\$175	\$350	\$0
Pictures - Art work		Boston Interiors	4	2011	\$225	\$900	\$0
Cabinets		Target	3	2009	\$63	\$189	\$0
<i>flux capacitor</i>	<i>time machine</i>	<i>DeLorean 1985</i>	1	2009	<i>\$1,999,999</i>	<i>\$1,999,999</i>	\$0
Plates, cups silverware		Rest Supply Co	1	2009	\$1,000	\$1,000	\$0
Pans, Pots, etc		Rest Supply Co	1	2009	\$800	\$800	\$0
POS cash Reg		IBM	1	2009	\$500	\$500	\$0

Editing Assets

Once all of your assets have been entered, they appear in a grid.
Review for accuracy and completeness

Start Edit Delete Select All Unselect All Export to XLSX Export to PDF												
#	#	Your Unique Asset ID	Owned, Lease or Leased to Own Owned, Lease or Leased to Own	Lessor Name Address, phone, email if available	Description with Number of Units	Nature of Use	Make/Model	Quantity	Year of Purchase YYYY	Purchase Price Whole Number Only	Total Purchase Price Qty x Price	Estimated Market Value Whole Number Only
New	<input type="checkbox"/>	0	Owned		Chairs	Sitting	Ikea	20	2010	\$35	\$700	\$0
New	<input type="checkbox"/>	0	Owned		Tables		Ikea	5	2010	\$85	\$425	\$0
New	<input type="checkbox"/>	0	Owned		Lamps	Lighting	Ikea	7	2010	\$55	\$385	\$0
New	<input type="checkbox"/>	0	Owned		Pictures - Art work		Boston Interiors	2	2011	\$175	\$350	\$0
New	<input type="checkbox"/>	0	Owned		Pictures - Art work		Boston Interiors	4	2011	\$225	\$900	\$0
New	<input type="checkbox"/>	0	Owned		Cabinets		Target	3	2009	\$63	\$189	\$0
New	<input type="checkbox"/>	0	Owned		Coffee Machines		Coffee Brewers Inc	2	2009	\$250	\$500	\$0
New	<input type="checkbox"/>	0	Owned		Plates, cups silverware		Rest Supply Co	1	2009	\$1,000	\$1,000	\$0
New	<input type="checkbox"/>	0	Owned		Pans, Pots, etc		Rest Supply Co	1	2009	\$800	\$800	\$0
New	<input type="checkbox"/>	0	Owned		POS cash Reg		IBM	1	2009	\$500	\$500	\$0
New	<input type="checkbox"/>	0	Owned		PC for office		Apple	1	2009	\$1,500	\$1,500	\$0
New	<input type="checkbox"/>	0	Owned		Sofas		Jordan's Furn	2	2011	\$969	\$1,938	\$0
New	<input type="checkbox"/>	0	Owned		Signage		Signs R Us	1	2012	\$273	\$273	\$0
New	<input type="checkbox"/>	0	Owned		Pc for customers		Best Buy	5	2012	\$481	\$2,405	\$0
											\$17,530	\$0
Create Filter												
Back												Next

The image on this page and subsequent pages hereafter has been altered and is presented for educational purposes only.
Thus, the total is incorrect.

You may edit up to fifty assets at a time:

Select All ...

Start Edit Delete Select All Unselect All Export to XLSX Export to PDF

[illegible]

... All buttons are active, click **Start Edit**

Start Edit		Delete	Select All	Unselect All	Export to XLSX	Export to PDF							
#	#	Your Unique Asset ID	Owned, Lease or Leased to Own Owned, Lease or Leased to Own	Lessor Name Address, phone, email if available	Description with Number of Units	Nature of Use	Make/Model	Quantity	Year of Purchase YYYY	Purchase Price Whole Number Only	Total Purchase Price Qty x Price	Estimated Market Value Whole Number Only	
New	<input checked="" type="checkbox"/>	0	Owned		Chairs	Sitting	Ikea	22	2010	\$38	\$836	\$0	
New	<input checked="" type="checkbox"/>	0	Owned		Tables		Ikea	5	2010	\$85	\$425	\$0	
New	<input checked="" type="checkbox"/>	0	Owned		Lamps	Lighting	Ikea	8	2010	\$49	\$392	\$0	
New	<input checked="" type="checkbox"/>	0	Owned		Pictures - Art work		Boston Interiors	2	2011	\$175	\$350	\$0	
New	<input checked="" type="checkbox"/>	0	Owned		Pictures - Art work		Boston Interiors	4	2011	\$225	\$900	\$0	
New	<input checked="" type="checkbox"/>	0	Owned		Cabinets		Target	3	2009	\$75	\$225	\$0	
New	<input checked="" type="checkbox"/>	0	Owned		Coffee Machines		Coffee Brewers Inc	2	2009	\$250	\$500	\$0	
New	<input checked="" type="checkbox"/>	0	Owned		Plates, cups silverware		Rest Supply Co	1	2009	\$1,000	\$1,000	\$0	
New	<input checked="" type="checkbox"/>	0	Owned		Pans, Pots, etc		Rest Supply Co	1	2009	\$800	\$800	\$0	
New	<input checked="" type="checkbox"/>	0	Owned		POS cash Reg		IBM	1	2009	\$500	\$500	\$0	
New	<input checked="" type="checkbox"/>	0	Owned		PC for office		Apple	1	2009	\$1,500	\$1,500	\$0	

Note: when assets were selected the **Start Edit** and **Delete** buttons became available.

Edit Mode:

You may either tab through or use your mouse to edit any information .

#	Your Unique Asset ID	Owned, Lease or Leased to Own Owned, Lease or Leased to Own	Lessor Name Address, phone, email if available	Description with Number of Units	Nature of Use	Make/Model	Quantity	Year of Purchase YYYY	Purchase Price Whole Number Only	Total Purchase Price Qty x Price	Estimated Market Value Whole Number Only
<input checked="" type="checkbox"/>	0	Owned		Chairs	Sitting	Ikea	22	2010	38.00000	836	0
<input checked="" type="checkbox"/>	0	Owned		Tables		Ikea	5	2010	85.00000	425	0
<input checked="" type="checkbox"/>	0	Owned		Lamps	Lighting	Ikea	8	2010	49.00000	392	0
<input checked="" type="checkbox"/>	0	Owned		Pictures - Art work		Boston Interiors	2	2011	175.00000	350	0
<input checked="" type="checkbox"/>	0	Owned		Pictures - Art work		Boston Interiors	4	2011	225.00000	900	0
<input checked="" type="checkbox"/>	0	Owned		Cabinets		Target	3	2009	75.00000	225	0
<input checked="" type="checkbox"/>	0	Owned		Coffee Machines		Coffee Brewers Inc	2	2009	250.00000	500	0
<input checked="" type="checkbox"/>	0	Owned		Plates, cups silverware		Rest Supply Co	1	2009	1000.00000	1000	0
<input checked="" type="checkbox"/>	0	Owned		Pans, Pots, etc		Rest Supply Co	1	2009	800.00000	800	0
<input checked="" type="checkbox"/>	0	Owned		POS cash Reg		IBM	1	2009	500.00000	500	0

Start Edit	
#	#
New	<input type="checkbox"/>
New	<input type="checkbox"/>
New	<input type="checkbox"/>
New	<input type="checkbox"/>
New	<input type="checkbox"/>
New	<input type="checkbox"/>

You can also choose one line at a time by clicking selected boxes per asset.

The **Start Edit** button has now changed to **Update**

<div> <div>Update</div> <div>Cancel</div> <div>Select All</div> <div>Unselect All</div> <div>Export to XLSX</div> <div>Export to PDF</div> </div>											
#	Your Unique Asset ID	Owned, Lease or Leased to Own Owned, Lease or Leased to Own	Lessor Name Address, phone, email if available	Description with Number of Units	Nature of Use	Make/Model	Quantity	Year of Purchase YYYY	Purchase Price Whole Number Only	Total Purchase Price Qty x Price	Estimated Market Value Whole Number Only
<input checked="" type="checkbox"/>	0	Owned		Chairs	Sitting	Ikea	22	2010	38	836	0
<input type="checkbox"/>	0	Owned		Tables		Ikea	5	2010	\$85	\$425	\$0
<input checked="" type="checkbox"/>	0	Owned		Lamps	Lighting	Ikea	8	2010	49	392	0
<input type="checkbox"/>	0	Owned		Pictures - Art work		Boston Interiors	2	2011	\$175	\$350	\$0
<input type="checkbox"/>	0	Owned		Pictures - Art work		Boston Interiors	4	2011	\$225	\$900	\$0
<input checked="" type="checkbox"/>	0	Owned		Cabinets		Target	3	2009	75	225	0

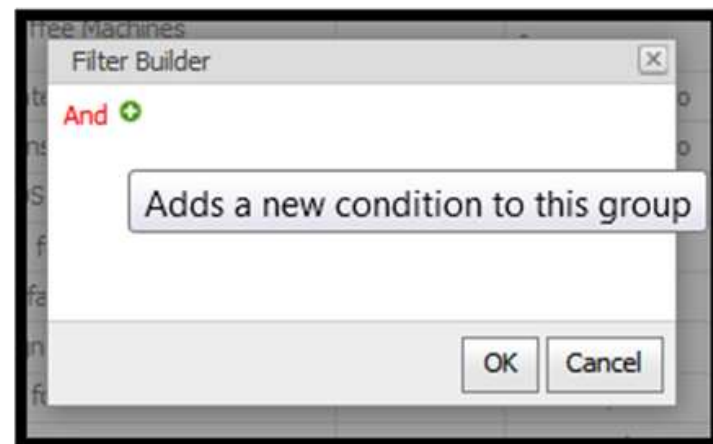
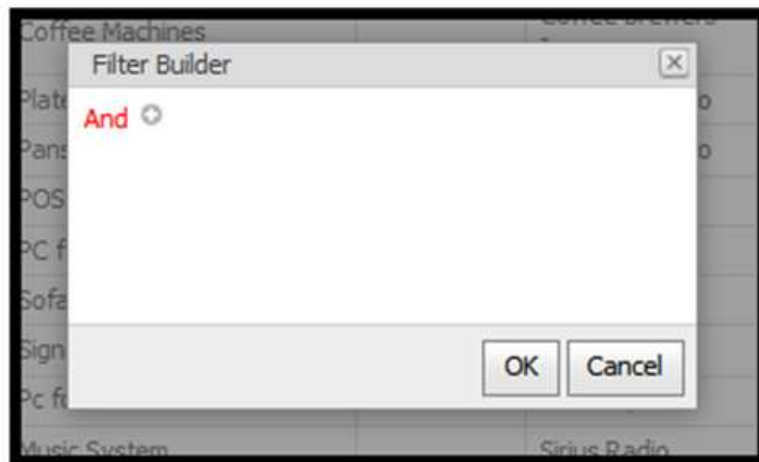
When all changes have been made, click **Update**.

Filtering Assets

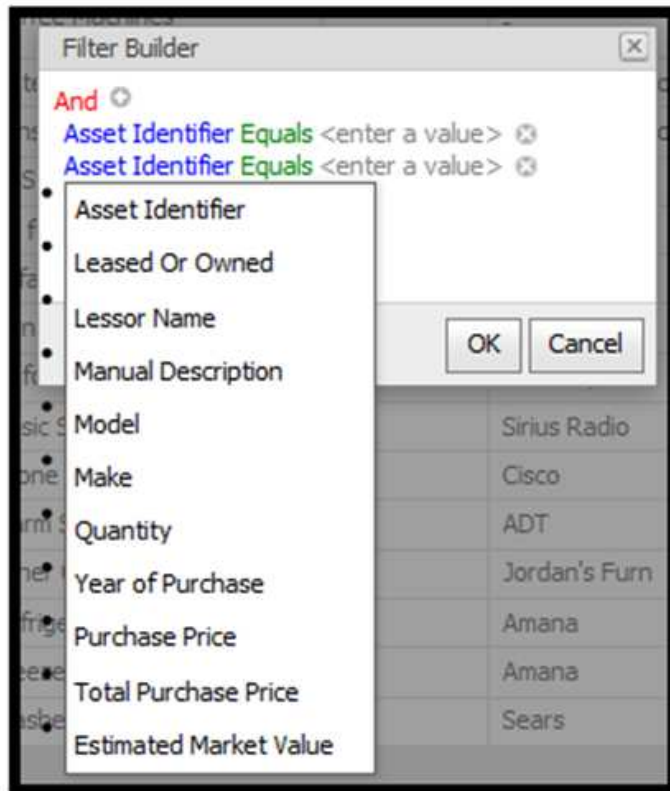
If you need to find one asset out of many, you may filter the grid area to locate the asset. Click **Create Filter**.

Start Edit												
<input type="button" value="Delete"/>		<input type="button" value="Select All"/>		<input type="button" value="Unselect All"/>		<input type="button" value="Export to XLSX"/>		<input type="button" value="Export to PDF"/>				
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New	<input type="checkbox"/>	0	Owned		Chairs	Sitting	Ikea	20	2010	\$35	\$700	\$0
New	<input type="checkbox"/>	0	Owned		Tables		Ikea	5	2010	\$85	\$425	\$0
New	<input type="checkbox"/>	0	Owned		Lamps	Lighting	Ikea	7	2010	\$55	\$385	\$0
New	<input type="checkbox"/>	0	Owned		Pictures - Art work		Boston Interiors	2	2011	\$175	\$350	\$0
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New	<input type="checkbox"/>	0	Owned		Cabinets		Target	3	2009	\$63	\$189	\$0
New	<input type="checkbox"/>	0	Owned		Coffee Machines		Coffee Brewers Inc	2	2009	\$250	\$500	\$0
New	<input type="checkbox"/>	0	Owned		Plates, cups silverware		Rest Supply Co	1	2009	\$1,000	\$1,000	\$0
New	<input type="checkbox"/>	0	Owned		Pans, Pots, etc		Rest Supply Co	1	2009	\$800	\$800	\$0
New	<input type="checkbox"/>	0	Owned		POS cash Reg		IBM	1	2009	\$500	\$500	\$0
New	<input type="checkbox"/>	0	Owned		PC for office		Apple	1	2009	\$1,500	\$1,500	\$0
New	<input type="checkbox"/>	0	Owned		Sofas		Jordan's Furn	2	2011	\$969	\$1,938	\$0
New	<input type="checkbox"/>	0	Owned		Signage		Signs R Us	1	2012	\$273	\$273	\$0
New	<input type="checkbox"/>	0	Owned		Pc for customers		Best Buy	5	2012	\$481	\$2,405	\$0
											\$17,530	\$0
Create Filter												

Query



Choose the column header



Enter the item of your search

